

63-9309  
17 DEC 1963

ADM-9

MEMORANDUM FOR: Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Science & Technology)

1. On the matter of providing Agency staff support to the Director or me for NSC and NSC Standing Group meetings, I believe it is important to maintain a flexible system which will permit the Director or me to look either to DD/P or DD/I officers to provide the lion's share of support depending upon what subjects are up for discussion at the NSC or the Standing Group.

2. As soon as the O/DCI receives word of a meeting and the topics on the agenda, a decision will be made by DCI or me as to who should be the Agency officer primarily responsible for preparing support papers. Regardless of who is named in each case, I want to insure that a support paper includes the views of all interested components of the Agency. I do not intend that this should mean that in all cases there is a requirement for unanimity of views. Split opinions are permissible but there should always be one piece of paper. It should be terse, should include differing opinions if differences exist, and should summarize the positions and papers prepared by other government agencies involved.

3. In order to centralize the location of files for NSC and Standing Group papers, I will look to the DD/I to establish the necessary facilities.

4. I would like each of you to designate a staff officer to be used as a point of contact in arranging for consultation and coordination among your offices and for you to notify each other of the names of those officers.

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Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

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Copies to: DD/S  
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